

# **LIBRARY USE**

## **I      DISCLAIMER**

A      The Clarkson Public Library makes no warranties, express or implied, with respect to any and all materials and/or equipment in the Library. No guaranties of any kind are made as to the security or privacy of any patron's use of the Library's materials, equipment, personal information or work product.

B      The Clarkson Public Library specifically disclaims any and all warranties with respect to any materials or equipment, the accuracy of any information or content in those materials, and will have no liability for direct, indirect or consequential damages related to the use of any materials, equipment or information accessed through the Library.

C      Patrons agree to indemnify and hold harmless the Clarkson Public Library, its employees and agents from any claim, demand, liability, cause of action, suit, judgment or expense, including attorney's fees, arising out of the use of the Library's facility, equipment, computers, books, magazines, videos, DVDs, wireless network, phone lines, internet equipment, or any other materials of whatsoever kind and nature.

## **II.     GENERAL**

A      Library resources are provided equally to all library users, subject to the Clarkson Public Library policies, rules and procedures.

B      A Patron's access and use of the Clarkson Public Library is a privilege and not a right and may be limited and/or revoked pursuant to these policies, rules and procedures

C      Patrons will be held responsible for any and all damages to Library property and equipment in their care and custody.

D      The use of the Library facility, computers, books, materials, and/or the internet imply understanding and acceptance of, and adherence to, the Clarkson Public Library policies, rules, and procedures.

E      Failure to comply with the Clarkson Public Library policy, rules and procedures will result in the forfeiture of the user's ability to access these computers and materials, loss of Library privileges and possible prosecution.

F Librarians are specifically empowered to revoke or suspend Library Privileges for violations of the Clarkson Public Library policies, rules and procedures.

G Behaviors for which revocation or suspension may occur include, but are not limited to the following:

1. Fighting.
2. Loud and/or disruptive behavior.
3. Theft.
4. Defacing or damaging Library property or equipment.
5. Misuse of Library materials or equipment.
6. Failure to return checked out materials.
7. Failure to pay library fines.
8. Failure to pay for Library services.
9. Profanity and/or obscenity.
10. Harassing or bothering other patrons.
11. Unlawful trespass.
12. Hacking, scamming, solicitation, spreading viruses or Trojan horses, or other improper use of the computers or the internet.
13. Cell phone use in any place other than the entryway.
14. Food or drink in any unauthorized places.
- 15.
- 16.
17. Any activity in violation of state or federal law.

H Patrons who have had Library privileges revoked, forfeited or suspended may appeal the revocation, forfeiture or suspension to the Clarkson Public

Library Board at a regularly scheduled public Library Board meeting. The appeal must be in writing and submitted to the board at least 7 days prior to the meeting.

I There is a 10 cent per page charge for each copy or black and white page printed. Color copies or printouts are 50 cents per page.

J Library materials eligible for check out may be checked out for a period of 2 weeks.

K Items checked out may be renewed for an additional 2 week period at no cost if the renewal request is made prior to the expiration of the original check out period.

L Additional renewals are at the discretion of Library Staff.

M A fine of 10 cents per item per day will be assessed on any materials, magazines, books, DVDs, videos etc, not returned within the specified time period.

N Patrons who do not return Library items, materials, magazines, books, DVD's, videos, etc.:

1. Will be assessed a replacement fee in addition to the fine, and if the fee and fine is not paid, said item(s) will be deemed stolen and the information will be turned over to the appropriate law enforcement officials for prosecution.

O Library items, materials, magazines, books, DVD's, videos, etc. destroyed or damaged:

1. Will be assessed a replacement/renovation fee in addition to any applicable fine, and if the fee and fine is not paid, said items will be deemed intentionally damaged and the information will be turned over to the appropriate law enforcement officials for prosecution.

### **III BASIC REQUIREMENTS**

A Patrons must have a duly authorized Library Card or Visitor's Pass to utilize the Library materials and computers.

B A Patron must be a resident of \_\_\_\_\_ to possess a Library Card.

C Patrons and/or Visitors must meet the following age requirements and/or restrictions:

1. Patrons or Visitors must be at least ten years of age to use the computers and internet.
2. Patrons or Visitors must be at least eight years of age to be present in the library unattended.
3. A parent or guardian must accompany children under the age of eight in the Library and is responsible for the conduct of said minor child.
4. Persons under the age of \_\_\_ must have a parent/guardian come to the library to sign an authorization form in order to have a Library card issued or to be allowed to use the computers or have access to the internet.
- 5.

#### **IV LIBRARY CARD OR VISITOR'S PASS**

A Only patrons possessing a valid and duly authorized Library Card will be allowed to check out and utilize Library materials outside of the Library.

B Only the person whose name appears on a Library Card may check out materials under that particular card number.

C To obtain a Library Card, Patrons will be required:

1. To provide Library staff with their legal names, mailing and physical addresses, Dates of Birth, and telephone numbers.
2. To provide Library Staff with at least one form of legal identification with a photograph, such as a current Driver's License or similar acceptable form of legal Identification.
3. To provide a photo or allowed a photograph to be taken for placement on the card.
4. To sign acknowledgement of receipt and understanding of basic Library rules.
5. To accept responsibility for the payment of any and all fines and fees assessed against them or their minor children and/or wards.

6. To fill out the necessary paperwork.
7. To abide by any and all Library policies, rules and procedures.
- 8.
- 9.

D A Visitor is a non-resident or other person not eligible and/or authorized to possess a library card or who does not wish to possess a Library card.

E Visitors may obtain a Visitor's Pass to Utilize the Library's materials, equipment, and/or computer access.

F Visitors may not check out materials, books and/or equipment.

G To obtain a Visitor's Pass, Visitors will be required:

1. To provide Library staff with their legal names, mailing and physical addresses, Dates of Birth, and telephone numbers.
2. To provide Library Staff with at least one form of legal identification with a photograph, such as a current Driver's License or similar acceptable form of legal Identification.
3. To sign acknowledgement of receipt and understanding of basic Library rules.
4. To fill out the necessary paperwork.
5. To abide by any and all Library policies, rules and procedures.

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